

SPONSOR'S GUIDE & IN-PROCESSING CHECKLIST

(For use of this form see USARC Reg 140-6;
the proponent agency is the USARC Retention Office)

NAME OF SPONSOR

YOU'VE BEEN APPOINTED AS A
SPONSOR FOR

(Rank and name of new soldier)

HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START
(USE REVERSE SIDE TO RECORD COMPLETION OF YOUR SPONSORSHIP RESPONSIBILITIES)

PRIOR TO FIRST TRAINING ASSEMBLY -

- Telephone the new soldier.
- Talk about the date and time of the next training assembly.
- Give the new soldier directions to the Reserve Center.
- Ensure that transportation is available.
- Provide an emergency telephone number.

AT THE FIRST TRAINING ASSEMBLY -

- Discuss the day's schedule.
- Tour the center.
- Help make the new soldier welcome.
- Answer questions which arise.
- Accompany new soldier during introductions and throughout in-processing.

MAKE THE INTRODUCTIONS -

- Arrange appointments with the First Sergeant and Company Commander.
- Visit each section and learn what they do.
- Explain the rank system.
- Provide on-the-job help, if possible.

SPONSORSHIP PROGRAM

WHY

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WHY A SPONSORSHIP PROGRAM?

Because the new soldier needs to feel

- Welcome.
- Needed.
- At ease.
- Self-confident.
- Part of a team.

WHAT

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WHAT IS A GOOD SPONSORSHIP PROGRAM?

It is one where everyone

- Is involved.
- Recognizes the value of both the new soldier and the sponsor.
- Shares their time and knowledge.

WHO

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WHO MAKES A GOOD SPONSOR?

A soldier who

- Has a good attitude.
- Is well briefed.
- Knows the unit and its mission.
- Wants to succeed.
- Is in the same work section, where possible.

REMEMBER... A new soldier has some expectations of you and the unit. The new soldier may feel somewhat uncomfortable at first. If you do a good job, you've helped the new soldier build self-confidence, get off to a good start and begin work as a valuable team member.